



16 July 2020

Dear Parent/Carer

Start of term (Sept 2020) briefing sheet - Students and Parents - The New Normal

Thank you all for your support through lockdown. As you know, we will be opening in full in September. Below is a summary of the major alterations. I am sharing this now so that parents can begin to plan for the changes in the school day that come into effect in the next academic year.

The balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19), and the school will take all necessary steps to reduce risks still further. We have developed a detailed plan for all children to return and start to reverse the enormous costs of missed education. This will be an important move back towards normal life for many children and families. We will balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people that enables them to thrive and progress. We will minimise the number of contacts that a student has during the school day to reduce the risk of transmission.

There is a clear process that we will follow if anyone develops coronavirus (COVID-19) symptoms while at school. This guidance has been developed with advice from PHE.

We are committed to creating an environment for children and staff where the risk of transmission of infection is substantially reduced. We have thoroughly reviewed our health and safety risk assessments and drawn up plans for the autumn term that address the risks identified using a system of controls. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

From 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19), even the small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. While we understand that some parents and carers, particularly of students with significant risk factors, may have concerns, we do need to be clear that from September students of compulsory school age must be in school unless a statutory reason applies (for example, the student has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc). We look forward to welcoming back your child in September. If you have any questions or concerns that you would like to discuss, please contact your child's head of year, who will be happy to discuss these with you.

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Curriculum:

- We will teach our full timetable and therefore full curriculum in September, however as extra time will be needed for hand sanitising and cleaning along with students travelling further to lessons (as explained below), teachers are being asked to plan for 40-45mins of learning time rather than the usual 50 minutes.
- For Key Stage 3 students, RE will become a pastoral period for the first term. RS will be delivered through some of the activities covered in this time, but it will also allow for our PDW content along with other pastoral content.
- Tutor times and allocated pastoral times will be as important as ever. Assemblies will be virtual, with tutor groups tuning in or viewing during their pastoral time.
- PE lessons will be onsite. We plan to have some 'curriculum enhancement days' where students will have a full day of PE at Somerset Avenue, we will share full details of these in the new term.
- The school day will be staggered, this will include the start, break and lunch times and finish. The timings are as follows:

The new look school day

Timings	Y7	Y8	Y9	Y10	Y11	6th form
AM reg 0830 - 0850	Students should arrive onsite at 0825 ready for 0830			0840 arrival	Students should arrive onsite at 0825 ready for 0830	As normal
P1: 0850 - 0940		Arrive in school for p1				
P2: 0940 - 1050	Break: 0940- 1000	Break 1005 - 1025		Break 1030 - 1050		Break: 0940 - 1000
P3: 1050 - 1140						
P4: 1140 -1310	Lunch: 1140 - 1210	Lunch: 1210 - 1240		Lunch: 1240 - 1310		Lunch: 1140 - 1210
P5: 1310 - 1400						
P6: 1400 - 1445	Finish: 1425			Finish end of p6		
PM reg: 1445 - 1500		Finish 1500				
						Twilight: 1505 - 1645



Arrival gates and zones for break and lunchtime:

Year group	7	8	9	10	11	6th form
Entrance/ Exit	Surbiton Hill gate	Lamberts gate	Surbiton Hill gate	Surbiton Hill gate	Lamberts gate	Lamberts gate
Break/ Lunch zone	Main hall (food service), astro turf, flagpole area	Main hall (food service), astro turf, flagpole area	Exam centre (food service), dome, top playground	Exam centre (food service), dome, top playground	Main hall (food service), astro turf, flagpole area	Exam centre (food service), dome, top playground

Mitigating the risk of transmission

- We will control the movement of students by introducing a one-way system in most buildings. This will make full use of the outdoor spaces. Student movement between rooms in the building will be minimal. Staff can move through the corridors, but social distancing should be maintained.
- Uniform expectations will alter. Students will wear a full Hollyfield PE kit on days where they have PE or if they are participating in an extracurricular activity that requires a PE kit. On other days usual uniform will be worn but the summer polo shirt will be allowed until the October half term. Changing rooms facilities will not be available.
- There will be enhanced cleaning protocols with two additional cleaners working through the day to clean communal areas. Students and staff will routinely wipe their own workspaces at the end of a lesson so it is clean for the next person. Sanitised wipes will be provided for this.
- Students must bring all their own equipment. Where possible, classrooms will be reconfigured so desks are facing forwards.
- Visitors to the site will be limited, until the government guidance changes we will not be able to host events and parents will be discouraged from coming into school. Communication with all stakeholders will continue but this will be done via phone calls or online meetings.

Behaviour and Standards

- It is everybody's responsibility to protect and minimise the risks to all stakeholders. Instruction will be clear and constantly reinforced. To allow the teaching of the whole curriculum we need the support of students and parents when adhering to the expectations of the new normal
- Expectations of behaviour/attendance/punctuality will remain very high. There will be an addendum to our behaviour policy (as is in place for those currently in school) to incorporate Covid-related incidents and our sanctions. This will be done by September.
- Class teacher detention will not be utilised during this period. Instead, we will operate a centralised detention system which will be based on year groups and run by senior and pastoral leaders. Where necessary we will use Saturday detentions. Full details of this will be issued to students in September.

Eating and recreation times

- Areas will be zoned at break and lunchtime and students must stick to the allocated areas. Each zone will have access to food service at an allocated time or in an allocated area. Each



- zone will also have its own allocated toilets. There will be an increased leadership presence at changeover times to ensure any cross contamination of bubbles is limited.
- You will notice from the timetable above that break and lunchtimes will be staggered. This is to ensure that shared spaces can be utilised with minimal risk of year group bubbles cross-contaminating. This will be a change for students; their form tutors will carefully explain the details of how this will work in September.
 - Students and staff will be strongly encouraged to bring their own packed lunch . Food will not be served at break time. Food will be available to buy at lunch time, but this will be pre-packaged and available for students and staff to collect, to limit cross-contamination. Initially students will be asked to sanitise their hands prior to collecting their food and then again immediately after paying to minimise any risk associated with the scanning of thumb prints.
 - During the first 2 weeks of term students must bring a packed lunch, although there will be provision for those eligible for free school meals. This is to allow time for the new catering regime and timings to settle along with the phased return of Caterlink staff.
 - Extra-curricular opportunities will continue but must be conducted in year groups. Without trips and the normal array of fixtures this will be essential in terms of student participation and engagement. A full list of all extra-curricular activities will be shared with students and parents in September.
 - We strongly encourage students to walk or cycle to school. Only those who live further than two miles away should consider using public transport to get to school. As is now routine, students will sanitise their hands when they arrive on site.
 - Subject leaders will ensure that there is access to learning through our remote platforms so students who are absent can continue to access a high level educational provision.

Thank you again for all of your support this half term. On a personal level, I am excited to finally meet all of the students; I have heard such brilliant things about them. I wish you all a relaxing summer holiday.

Regards,

Yours faithfully

Amy Jackson
Headteacher